

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that accurate health records are kept for each youth.

**PURPOSE**

This policy ensures health care providers have the information necessary for medical treatment decisions by requiring accurate and complete medical records.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to youth medical records. At a minimum, these SOPs must contain the following requirements:

**Collection and  
Recording of  
Health Data**

Only medical staff collect and record health data onto the approved medical record forms.

**Storage of  
Records**

The facility maintains a secured system for identification and filing which ensures rapid access to each patient's medical record. A secured system includes:

- Medical records kept in separate locked cabinets located in the medical record section. Health record information is also maintained in JJIS.
- All inactive medical records are separate from active records.

- A copy of records are retained after a youth's release for a period of seven (7) years.

**Access to Records**

Medical records are accessible only to authorized staff.

Non-medical personnel do not have access to a youth's medical records.

Medical records may be viewed by BJJ quality assurance personnel in the performance of their duties.

**Release of Information**

Important information regarding a youth's medical condition necessary for the health and/or welfare of the youth, staff, other youths and visitors is provided to staff that are responsible for the youth's care.

**AUTHORITY**

Child Caring Institutions Rules, R400.4160

Public Health Code, MCL 333.16213

Social Welfare Act, MCL 400.115a(1)(l)